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TO : Chief, Administrative Staff, Logistics Office DATE: 28 April 1953

FROM : Chief, Overt Branch, CWD

SUBJECT: Status of Multiple-Grade Positions, Logistics Office T/O

Personnel - 14

1. As a result of the initial meeting with [] to establish the order in which the multiple-grade positions were to be resolved, a "priority listing" was formulated by Division or Staff. Supply Division positions were to be considered first, then Transportation Division, Procurement Division, Coordination and Requirements Staff, Administrative Staff, and finally Inspection and Review Staff. Excluded from this priority listing were two individual positions wherein personnel problems were immediately evident--those incumbered by []. The former has been officially resolved at the GS-13 level; on the latter, detailed information has been obtained and a position description has been prepared for certification, but a final resolution has not been reached. Progress has been made in Supply Division to the extent that five positions have been resolved and basic job information has been received from the Division on all of the remaining positions.

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2. Shortly after the formal approval of the current T/O for Logistics Office, [] attended a meeting with you, [] to discuss revision of the priority listing outlined above. It was our understanding that several slotting problems were anticipated due to a desire by Logistics Office to fill some of the multiple-grade positions at the higher grade level, and that such positions should receive classification review first. Accordingly, it was agreed that a listing of those problem cases would be prepared, that the positions on such listing which were in the Office of the Chief would be considered first, and that all multiple-grade positions in which no existing slotting problems were evident would be resolved during a complete classification survey.

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3. Difficulty has been experienced in formulating a listing of problem cases, due to frequent changes in the proposed slotting. However, on 23 April 1953 [] advised us that five positions in the Planning Section/C&R Staff would probably constitute a problem area. After a discussion with [] which verified the need for resolution of those positions, contact was made with [] to begin work along that line. In all probability, the remaining problem cases throughout the Office will have been determined by the time we have completed the Planning Section jobs.

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No Change In Class. ☒

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